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ABSTRACT

Designed for use in the BRIDGE program of Seattle Public Schools, this career development portfolio is a 4-page blank form designed to encourage students to take responsibility for their decisions and development to enhance career opportunities and options. It is a tool to help students connect their learning to their success in the workplace. The career development portfolio is a component of a comprehensive guidance program that provides sequential career development activities for students in grades 9-12. Each part of the portfolio illustrates an important facet of career development, leading students through the process of analyzing and synthesizing information that will assist with more purposeful and directed career decisions. The first section provides a place to record student and school information, describes the purpose of the portfolio, and gives a checklist of items that may be included in the folder. The second section provides a place for students to indicate identified career areas of interest and a checklist of recommended activities at each grade level that will assist students in their career development process. This checklist has been cross referenced with Seattle Public Schools' career guidance goals and objectives. The third section provides space for students to record self-assessment information. The last section is designed for high school course planning; it includes space for 9th- to 12th-grade courses, graduation requirements checklist, college entrance requirements, high school options, and high school plan. (YLB)

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Name: _____

Address: _____

_____

Phone No.: _____

Social Security No.: _____

Student ID No.: _____

School Name	Transfer Date

*Ballard *Hale *Sealth *Marshall Alt.
*Cleveland *Ingraham *West Seattle *Sharpiel Alt.
*Franklin *Rainier Beach *Indian Heritage *Middle College
*Garfield *Roosevelt *Summit K-12 *Nova

ED 383 838

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CAREER DEVELOPMENT PORTFOLIO
SEATTLE PUBLIC SCHOOLS

This is your Career Development Portfolio. When you graduate or transfer to another school, you will take this folder with you. What you record in this folder will help you make informed decisions about your present and future educational and career goals and plans. It will also assist you in completing job applications and resumes.

Contents: Some items will be added as you progress through high school

- ☐ Career and Educational Goals
- ☐ Career Planning Checklist
- ☐ Four Year and Beyond Plan
- ☐ Transcript or Course History
- ☐ Competency Checklist
- ☐ Social Security Card (Copy)
- ☐ Proof of Citizenship (Green Card Copy)
- ☐ Test Scores
- ☐ Certificates or Awards
- ☐ Picture Identification
- ☐ Resume
- ☐ Letters of Recommendations
- ☐ Completed Job Application
- ☐ List of School/CommunityActivities
- ☐ Work/Volunteer History

CE 069 106

BEST COPY AVAILABLE

Name: _____ **Year of Graduation:** _____

CAREER INTEREST AREA

(Choose from Worker Trait Groups, Kuder Career Clusters or Career Path / Focus Below)

9th _____ _____

10th _____ _____

11th _____ _____

12th _____ _____

13th _____ _____

Worker Trait Groups

Artistic	Business Detail
Scientific	Selling
Plants & Animals	Accommodating
Protective	Humanitarian
Mechanical	Leading & Influencing
Industrial	Physical Performing

Kuder Career Clusters

Artistic/Musical	Mechanical
Literary	Persuasive
Computational/Clerical	Outdoor
Social Sciences	Scientific

Career Path/Focus: _____

Arts/Communications	Business/Marketing/Economics
Health/Human Services/Environment	Industrial Technology & Engineering

EDUCATION/TRAINING OPTIONS

(Choose from Post High School Education / Training Options below)

9th _____

10th _____

11th _____

12th _____

13th _____

Post High School Education/Training Options

On-the-Job Training	Technical College	Community College:
Apprenticeship	4 Year College/University	Transfer Program
Military		Tech Prep

CAREER PLANNING CHECK LIST

(Do the following to help build a strong background for making positive career decisions.)

9th	10th	11th	12th	
☐	☐	☐	☐	Review high school policies/procedures
☐	☐	☐	☐	Visit the Career Center
☐	☐	☐	☐	Take an interest survey
☐	☐	☐	☐	Develop a four year plan
☐	☐	☐	☐	Identify career interest area
☐	☐	☐	☐	Review post-high school options
☐	☐	☐	☐	Discuss plans with parents/teachers/counselors
☐	☐	☐	☐	Use computerized information system
☐	☐	☐	☐	Identify priorities and skills
☐	☐	☐	☐	Investigate post-high school options
☐	☐	☐	☐	Research a career in-depth
☐	☐	☐	☐	Update four year plan
☐	☐	☐	☐	Acquire job-finding skills
☐	☐	☐	☐	Take Kuder Interest Survey
☐	☐	☐	☐	Identify a career /develop a five year plan
☐	☐	☐	☐	Research/visit post-high school option
☐	☐	☐	☐	Review Financial Aid
☐	☐	☐	☐	Take college admission tests
☐	☐	☐	☐	Attend career/college conference
☐	☐	☐	☐	Prepare a resume
☐	☐	☐	☐	Double check graduation progress with counselor
☐	☐	☐	☐	Update job search skills: resume, application, interview
		☐		Apply to school/college
		☐		Finalize post-high school plans
		☐		Meet with counselor for senior interview

Explore a career:

☐	☐	☐	☐	Shadowing
☐	☐	☐	☐	Internship
☐	☐	☐	☐	Career Day
☐	☐	☐	☐	Career Seminars
☐	☐	☐	☐	Volunteer Activity

SELF -ASSESSMENT

Interests *What I Like To Do....*

9th _____

10th _____

11th _____

12th _____

13th _____

Skills *What I Do Well.....*

9th _____

10th _____

11th _____

12th _____

13th _____

Priorities *What Is Most Important To Me.....*

9th _____

10th _____

11th _____

12th _____

13th _____

References: *(Teacher, Adult Friend, Counselor, Employer)*

1. _____
2. _____
3. _____
4. _____
5. _____

Extra Curricular Activities

Year	Activity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Community Service/Volunteer Activities

Year	Activity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Work Experience/Career Exploration

Year	Employer
_____	_____
_____	_____
_____	_____
_____	_____

Awards/Certificates

Year	Name of Award
_____	_____
_____	_____
_____	_____

Testing *(Add test results to Portfolio)*

☐ PSAT ☐ PLAN ☐ ACT ☐ KUDER ☐ SAT ☐ ASVAB

Other: _____

FOUR YEAR EDUCATION PLAN

All information on this form should be completed in pencil only

9th Grade		10th Grade	
FIRST SEMESTER	SECOND SEMESTER	FIRST SEMESTER	SECOND SEMESTER

11th Grade		12th Grade	
FIRST SEMESTER	SECOND SEMESTER	FIRST SEMESTER	SECOND SEMESTER

High School Options:

Academy
Advanced Placement
Apprenticeship
Career Focus Certificate
City Campus
- *Auto Body Repair
- *Cosmetology
- *Fashion Merchandising
- *Marine Technology

College/High School Credit
- *English 101
- *Principles of Technology
- *Applied Communications
- *Applied Math

Running Start
Tech Prep
- *Apparel Design
- *Auto. Tech.
- *Business Education
- *Childhood Education
- *Culinary Arts
- *Diesel/Heavy Equip.
- *Drafting
- *Horticulture
- *Radio/TV Comm.
- *Wood Construction

Work Experience
VOTIS

GRADUATION REQUIREMENTS CHECK LIST

- ☐☐ English 9A, 9B
- ☐ English 10A
- ☐ English 10B/Eng. Elective
- ☐ English 11A
- ☐ English 11B/Eng. Elective
- ☐☐ World History I, II
- ☐ World History III
- ☐☐ US History 11A, 11B
- ☐ American Gov. & Econ.
- ☐☐☐☐ Mathematics
- ☐☐☐☐ Science
- ☐☐☐ Occupational Credit
- ☐ Health
- ☐☐☐☐ Physical Education
- ☐ Fine Art
- ☐☐☐☐☐☐ Elective
- ☐☐☐☐☐ Elective
- ☐ Washington State History

COLLEGE ENTRANCE REQ.

- ☐ 4 yrs. English
- ☐ 3 yrs. Math
- ☐ 3 yrs. Social Sciences
- ☐ 2 yrs. Science
- ☐ 2-3 yrs. Foreign Lang.
- ☐ 1 yr. Fine Arts/Academic Elec.

TECH PREP ENTRANCE REQ.

* See Course Planner

HIGH SCHOOL PLAN

- ☐ Four year College
- ☐ Community College Transfer
- ☐ Technical Program

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